

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY - WATER QUALITY DIVISION (FORM 222)

COMPLETENESS REVIEW GUIDE FOR ENGINEERING REVIEW OF DRINKING WATER, WASTEWATER, SUBDIVISION AND POOL/SPA PROJECTS

This guide is intended to help applicants and ADEQ staff in application preparation and review of proposed sanitary facilities. Submission of any document does not imply acceptability of the contents. The level of detail may vary depending on the nature of the projects. The basic information requirements are delineated in the Rules and Engineering Bulletins of the Department. This guide covers the project types most commonly submitted, and is not intended to be all-inclusive. Part I summarizes the typical content of a document to be submitted. Part II identifies the documents that need to be submitted for common project types. For additional information and forms, visit ADEQ's web site at www.azdeq.gov.

PART I: DOCUMENT CONTENT - Drinking Water Projects, Type 4 (Wastewater) General Aquifer Protection Permit Projects, and Subdivision Applications (Form 222)

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Initial Fee per Arizona Administrative Code R18-14-102. 2. Application for Approval to Construct Drinking Water Facilities. Use form ADEQ/WQD-114DW. 3. Notice of Intent to Discharge for Sewage Collection System – Type 4.01 General Permit. Use only the form bearing this title. ALL requested information must be supplied. 4. Notice of Intent to Discharge for an On-Site Wastewater Treatment Facility – Type 4.02 through 4.23 General Permit. Use only the form bearing this title. ALL requested information must be supplied. 5. Application for Approval of Sanitary Facilities for Subdivision. Use form ADEQ/WQD-115. 6. Application for Approval of Swimming Pool or Spa: Use form ADEQ/WQD-147. 7. Construction Plans: Construction plans are to be suitable for actual construction and meet drawing standards found in applicable ADEQ rules and Engineering Bulletins. Must include routing map and access instructions to project site. Plans must be signed and sealed by a Arizona-Registered Engineer, for drinking water, sewer, and Type 4.23 General Permit projects. 8. Construction Specifications: May be included on plans. Specifications must be signed and sealed by a Arizona-Registered Engineer, for drinking water, sewer, and Type 4.23 General Permit projects. 9. Design Report: Includes a description of the project, the basis of the design, calculations for project design flow, system demands, system capacity, potable water system pressure analysis, capacity phasing, and other information needed to gain a clear understanding of the work to be done. Requirements for Project Types E, F, & H are specified in A.A.C.R18-9-Articles 1 thru 3. Design report must be signed and sealed by a Arizona-Registered Engineer, for drinking water, sewer, and Type 4.23 General Permit projects. 10. Site Investigation/Geological Report: On-site wastewater facilities require a site investigation in accordance with A.A.C.R18-9-A310, using ADEQ/GWS Form 423. Mapping of topography, erosion/floodplain zones, other easements, adjacent land status shall also be included. For proposed subdivision projects with on-site wastewater disposal, typical on-site sewage system designs shall be included for a minimum of the four most restrictive lots (See Engineering Bulletin No. 19). 11. Original Water Service Agreement: Required if water source or service to be provided by other than the project applicant. 12. Sewage Treatment Facility Capacity Assurance/ Sewer Service Agreement): Required by Aquifer Protection Permit rules [R18-9-301(C)(1)]. Must be signed by the owner or operator of the sewage treatment facility that treats or processes the sewage from the proposed sewer collection system. <ol style="list-style-type: none"> a. The owner or operator shall affirm that the additional volume of wastewater delivered to the facility by the proposed sewer collection system will not cause any flow or effluent quality limits of the individual permit for the facility to be exceeded. b. If the facility is classified as a groundwater protection permit facility under A.R.S. 49-241.01(C), or if no flow or effluent limits are applicable, the owner or operator shall affirm that the design flow of the facility will not be exceeded. 13. Downstream Collection System Capacity Assurance: If the proposed sewage collection system delivers wastewater to a downstream sewer collection system under different ownership or control, a capacity assurance form, signed by the owner or operator of the downstream sewer collection system, affirming that the downstream system can maintain the performance required if it received the increased flow associated with the new system of the expansion in accordance | <p>with Aquifer Protection Permit rules [R18-9-301(C)(2)]. Pools also need a letter in accordance with R18-5-203(B)(4).</p> <ol style="list-style-type: none"> 14. Original Garbage Disposal/Service Agreement. For municipal solid waste. 15. Original County Conceptual Approval: The County Approval form can be found in Appendix B of the Application for Approval of Sanitary Facilities for Subdivision form. Required only for subdivisions in which wastewater treatment and disposal is the responsibility of the individual lot owner and will occur in each individual lot. 16. Operation & Maintenance Plan (Manual): Required for Type 4.03 thru 4.23 General Permit projects. Required for collection system projects greater than 10,000 gallons per day. An O&M Manual is required for water treatment plants before approval of construction can be issued. A Performance Assurance Plan is required for all Type 4.23 General Permit Projects. 17. Final Plat as recorded or as to be recorded: Show all lots, common areas & easements. 18. Water Quality Analyses Report: For any new source for a public water system, including data for: Microbiological; Physical; Radiochemical; Inorganic; Synthetic Organic; Asbestos and Volatile Organic Compounds (VOCs) required per Arizona Administrative Code. 19. Water Well Construction Data: Well registration information, drillers log, cross section of well, details of the well head with check valves, air and water tight sanitary seal and cement grout seal, screened vents and sampling ports, air release valve, pump test data, pump curve, size, capacity, depth of pump, site grading, and enclosures. 20. Site Plan: Site plans should be suitable for the specific project type, typically shown on the construction plans. Requirements for Project Types E, F, & H are specified in 18 A.A.C. 9, Article 3. A general plot plan is required for pools and spas. 21. CC&R's (Covenants, Conditions & Restrictions): Required whenever a Homeowner's Association, etc., will have responsibility for the water facilities. By Rule, an HOA may not assume control of sewer facilities. Also required if any lots contain easements for sewage treatment or disposal facilities. Always required if domicile size restriction (including number of bedrooms) is part of the basis for reduced design flow. 22. Water System Compliance Status Report (CSR): The water system shall be in compliance with all applicable monitoring, reporting, operations and maintenance requirements or on an approved schedule. New water system projects or projects designed to bring existing systems into compliance are exempt from this requirement. The applicant may be requested to obtain a compliance status report from other Department staff. 23. Wastewater System Compliance Letter/List of Permits applicable to receiving Wastewater Treatment Facility: If project applies to an existing wastewater system, it shall be in compliance with ADEQ requirements or on approved schedule (projects designed to bring existing systems into compliance are exempt from this requirement). If this letter is not obtained from ADEQ's Water Quality Compliance Section and included with the original application, review of the project will still proceed but will be slowed while the reviewer seeks and awaits this information. All Aquifer Protection, Reclaimed Water, and NPDES permits held by and applied for by the receiving Wastewater Treatment Facility must be listed in the application. 24. Section 208 Plan Consistency Letter: All sewage treatment facilities must be consistent with the Certified Areawide Water Quality Management Plans, Facility Plan or General Plans prepared consistent with Section 208 of the Federal Clean Water Act per R18-5-303. The applicant may be requested to obtain this letter from other Department staff. 25. Capacity Development Elementary Business Plan: To become a new public water system, an owner shall file an elementary business plan with ADEQ that meets the Technical Capacity, Managerial Capacity and Financial Capacity requirements of AAC Title 18, Chapter 4, Article 6. |
|--|--|

PART II: ADEQ SUBMITTAL REQUIREMENTS BY PROJECT TYPE for Drinking Water Projects, Type 4 (Wastewater) General Aquifer Protection Permit Projects, and Subdivisions (FORM 222)

One copy of items 2 – 25 are required unless otherwise noted. For project types E, F and G, two sets are required if the project is located in the following counties: Cochise, Graham, Greenlee, Santa Cruz, or Pima.		PROJECT TYPES (See Note 1)						
DOCUMENT TYPES (See Part I: Document Content, other side) Multiple-Rule Citation Abbreviations: DW = Drinking Water System; SC = Sewage Collection System; OW = On-Site Wastewater Facility; SUB = Subdivision; POOL = Public/Semi-Public Swimming Pool/Spa	A. NEW WELL or SOURCE	B. WATER LINE	C. WATER TREATMENT PLANT or BLENDING PLAN	D. POOL/ SPA	E. SEWAGE COLLECTION SYSTEM	F. ON- SITE WASTE- WATER TREATMENT	G. SUBDIVISION (NOTE 2)	H. SEWAGE TREATMENT FACILITY
1. INITIAL FEE [R18-14-102]	NO FEE	NO FEE	NO FEE	NO FEE	X	X	X	"Sewage Treatment Facility" means a plant or system for sewage treatment and disposal, except for on-site wastewater treatment facilities, that consists of treatment works, disposal works, and appurtenant pipelines, conduits, pumping stations, and related subsystems and devices. Individual Aquifer Protection Permit Rules apply (18 A.A.C. 9, Article 2).
2. APPLICATION FOR APPROVAL TO CONSTRUCT DRINKING WATER FACILITIES [R18-5-505]	X	X	X					
3. NOTICE OF INTENT TO DISCHARGE FOR A SEWAGE COLLECTION SYSTEM [R18-9-A301(B)]					X			
4. NOTICE OF INTENT TO DISCHARGE FOR AN ONSITE WASTEWATER TREATMENT FACILITY [R18-9-A301(B), R18-9-A309(B)]						X		
5. APPLICATION FOR APPROVAL OF SANITARY FACILITIES FOR SUBDIVISION [R18-5-403(A)]							X	
6. APPLICATION FOR APPROVAL OF SWIMMING POOL OR SPA [DW = R18-5-203]				X				
7. CONSTRUCTION PLANS [DW = R18-5-505(B)(1)(a); SC = R18-9-E301(C)(4); OW = R18-9-A309(B)(4)]	X (4 SETS)	X (4 SETS)	X (4 SETS)	X (4 SETS)	X	X		
8. CONSTRUCTION SPECIFICATIONS [DW = R18-5-505(B)(1)(b); SC = R18-9-E301(C)(7), (8); OW = R18-9-A309(B)(5)]	X (4 SETS)	X (4 SETS)	X (4 SETS)	X (4 SETS)	X	X		
9. DESIGN REPORT [DW = R18-5-505(B)(1)(c), R18-5-505(B)(2); SC = R18-9-E301(C)(5), (7), (8); OW = R18-9-A312]	X (2 SETS)	X (2 SETS)	X (2 SETS)		X	X		
10. SITE INVESTIGATION REPORT [OW = R18-9-A309(B)(1); R18-9-A310]; GEOLOGICAL/SOILS REPORT [OW & SUB = R18-5-404; R18-5-408(B), (E)]						X	(NOTE 3)	
11. ORIGINAL WATER SERVICE AGREEMENT [R18-5-406(B)]		X						
12. SEWAGE TREATMENT FACILITY CAPACITY ASSURANCE STATEMENT [R18-9-E301(C)(1) & R18-5-407(B)]					X			
13. SEWAGE COLLECTION SYSTEM DOWNSTREAM CAPACITY ASSURANCE STATEMENT [SC = R18-5-407(B), R18-9-E301(C)(2); POOL = R18-5-203(B)(4)]				(NOTE 4)	X			
14. ORIGINAL GARBAGE DISPOSAL AND GARBAGE SERVICE AGREEMENTS [R18-5-409(B)]							(NOTE 5)	
15. ORIGINAL COUNTY APPROVAL FORM [R18-5-408(E)(2), (3)]							(NOTE 6)	
16. OPERATIONS & MAINTENANCE PLAN [DW = R18-5-507(B)(3); SC = R18-9-E301(C)(6); OW = R18-9-A309(B)(6); R18-9-A313(B)]			(NOTE 7)		(NOTE 8)	X		
17. FINAL PLAT OR PLAT AS TO BE RECORDED [R18-5-402(B)]							X	
18. WATER QUALITY ANALYSIS REPORT [R18-5-505(B)(1)(d)]	X		X					
19. WATER WELL CONSTRUCTION DATA [R18-5-502; R18-4-505]	X							
20. SITE PLAN [DW = R18-5-501; SC = R18-9-E301(C)(3); OW = R18-9-A309(B)(2); POOL = R18-5-203(C)(1)]	X	X	X	(NOTE 9)	X	X	(NOTE 6)	
21. CC&Rs [R18-5-409(C)]		X					X	
22. WATER SYSTEM COMPLIANCE LETTER [R18-5-505(A)]	X	X	X					
23. WASTEWATER SYSTEM COMPLIANCE LETTER & LIST OF OTHER RELATED PERMITS [R18-9-A301(B)(2)(h)]					X			
24. 208 PLAN CONSISTENCY LETTER [R18-5-303]							(NOTE 6)	
25. CAPACITY DEVELOPMENT ELEMENTARY BUSINESS PLAN [R18-4-602]	X							

NOTES:

- When a project includes several Project Types, the submitted documents must contain all necessary information for the OVERALL PROJECT. For example, the documents submitted for a sewer subdivision that includes a drinking water distribution system shall concurrently address all three Project Types ("B", "E" and "G") which make up the OVERALL PROJECT.
- For Subdivision projects, at least two columns are necessary for the OVERALL PROJECT.
- Subdivisions that will utilize On-Site Wastewater Treatment Facilities are the only subdivision types that require Geological/Soils reports. ADEQ requires sufficient data and documentation to demonstrate compliance with R18-9-A309(A)(6), (8) and also with R18-5-408(B), (C), (E).
- Letter from sewer collection system owner to allow disposal of filter backwash water from the pool/spa into the sewer system is required.
- These agreements can be found in Appendix A1 and A2 of the Application for Approval of Sanitary Facilities for Subdivision form.
- Required only for Subdivisions incorporating Individual Facilities, wherein wastewater treatment and disposal is the responsibility of each lot owner and occurs within each respective lot.
- O&M Manual is required for water treatment plants before approval of construction can be issued.
- For sewage collection system projects with design flows greater than 10,000 gallons per day. Not required for Type 4.02 General Permits.
- A general plot plan is required for pools and spas.